

STUDENT LABOR POSITION DESCRIPTION

Appalachian Center

Most Recently Updated 03/05/99

Position Title: Editorial Assistant
Must work 10 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for an Editorial Assistant:

1. Word Processing
2. Proofreading
3. Style Management
4. Routine contribution correspondence
5. Performs other duties as assigned

B. The following are additional duties for this position:

1. Research
2. Filing
3. Purchasing
4. Mailing
5. Sees that the workplace and environs are clean

III. Learning Opportunities:

- A. Magazine production
- B. Editing
- C. Layout
- D. Organization - Time management
- E. First hand knowledge of new Appalachian writers and their works

IV. Basic Qualifications:

- A. General: Good reader - writer - team member
- B. Skill: Keyboard; good fundamentals of grammar, punctuation, etc.
- C. Physical:
- D. Academic: Must be in good academic standing

V. Desirable Qualifications:

- A. Critical skills
- B. Interested in region
- C. Initiative

VI. Narrative Summary:

Student was responsible for producing, word processing and proofreading documents; research on relevant topics, routine office work, as well as, performing additional tasks as assigned.